

The Bidder shall provide a proposed detailed Project Management Plan with the Final Proposal. The detailed Project Management Plan will be evaluated to determine the Bidder's ability to understand California's EBT requirements as described in the ITP and to translate them into activities, tasks, subtasks and milestones within work plans that can be used to plan, manage and track the progress of EBT design, development and implementation in California. The proposed plan will be the basis of the Final Project Management Plan, which will guide management of the State's EBT Project through all project phases. The proposed Project Management Plan must include sections that address each of the areas described below. These areas are Project Work Plan, Staffing and Organization, Quality Assurance, and Risk Management.

Bidder understands and will comply: Yes \_\_\_\_\_ No \_\_\_\_\_

Reference Document: \_\_\_\_\_ Page(s) \_\_\_\_\_

Description: \_\_\_\_\_

### 5.6.1 Project Work Plan

The Bidder shall provide a comprehensive, detailed Project Work Plan. In preparing the Project Work Plan, the Bidder shall use the EBT Project Life Cycle model described below to define activities, tasks and subtasks and to establish key milestone dates. The Project Work Plan shall include a schedule of all activities, tasks, subtasks and deliverables required for the design, development, testing, and operations of the EBT system and standard eligibility interface to the eligibility systems (batch and host-to-host eligibility system interfaces). The Project Work Plan shall contain high level implementation milestones and deliverables only. The Implementation Work Plan, required in Section 5.7, shall contain the schedule of all implementation tasks and deliverables, whereas, the Project Work Plan shall only contain the beginning and ending dates of the Pilot implementation, operations and evaluation, and each county implementation.

The Project Work Plan shall include a schedule of all tasks and subtasks, including dependency tasks and tasks within the critical path. Project milestones and deliverables shall also be identified. In addition, the plan shall delineate the responsibilities of the Contractor, State, and counties for each task, and include a description of and scheduled date for the completion of each deliverable. The Project Work Plan must also show for each deliverable, the time period for State review and comment, the subsequent time period for correction by the Contractor prior to final submission and a deadline for acceptance of the Final version of the deliverable

The Project Work Plan must contain the elements listed below.

1. Milestones
2. Key deliverables
3. Tasks and subtasks, including dependency tasks and tasks within the critical path
4. Resource loading - number, level and type of staff summarized for each task
5. Critical path diagram
6. Gantt chart showing planned and actual start and end dates for all tasks and subtasks, and percentage complete

7. Time period for state review and comment, and subsequent time period for Contractor correction

#### 5.6.1.1 EBT Project Life Cycle

The EBT Project life cycle shall consist of three main phases: Design, Development, and Implementation.

The design and development phases of the EBT Project life cycle apply to the design and development of the EBT system, the standard batch eligibility interface as required by Section 6.3.1, and the standard host-to-host eligibility interface as required by Section 6.3.1.

The implementation phase of the EBT Project life cycle applies to Implementation of the EBT System according to the methodology and schedule requirements specified in Section 5.7, including

- Implementation of the EBT System with the standard batch eligibility interface in the Pilot County and subsequent counties listed in Section 5.7
- Implementation of the EBT System with the standard host-to-host eligibility interface in Los Angeles County
- Certification of subsequent host-to-host eligibility interfaces for CalWIN, ISAWS, and C-IV consortia and implementation of the System with those host-to-host interfaces in the counties listed in Section 5.7.
- Conversion of all cases in the State to the EBT system

Bidder understands and will comply: Yes \_\_\_\_\_ No \_\_\_\_\_

Reference Document: \_\_\_\_\_ Page(s) \_\_\_\_\_

Description: \_\_\_\_\_

#### 5.6.1.1.1 Design Phase

The Design Phase begins with contract award and ends when the EBT System, standard batch eligibility interface and standard host-to-host eligibility interface are ready for coding and testing. Design of the EBT System and the standard batch eligibility interface and all related deliverables shall be completed no later than five (5) months after contract award. Design of the standard host-to-host eligibility interface and all related deliverables shall be completed no later than ten (10) months after contract award. Design Phase tasks include, but are not limited to

- Finalizing Project Work Plan;
- Joint application development (JAD)
- System design, documentation and design review
- Developing operations and user's manuals;
- Developing training materials;
- Developing the System Test Plan; and
- Finalizing the Implementation Work Plan.

Bidder understands and will comply: Yes \_\_\_\_\_ No \_\_\_\_\_

Reference Document: \_\_\_\_\_ Page(s) \_\_\_\_\_

Description: \_\_\_\_\_

#### 5.6.1.1.2 *Development Phase*

The Development Phase begins with coding and testing and ends when the EBT system, the standard batch eligibility interface, and the standard host-to-host eligibility interface are ready for deployment in the designated counties. Development of the EBT System and the standard batch eligibility interface shall be completed no later than ten (10) months after contract award. Development of the standard host-to-host eligibility interface shall be completed no later than fifteen (15) months after contract award. Some tasks in the Development Phase may overlap with tasks in the Design Phase. Development Phase tasks include, but are not limited to

- Developing and testing system software
- Developing and testing interfaces
- Finalizing user's manuals and training materials
- Performing the Functional Demonstration
- Performing the Acceptance Tests
- Finalizing Detailed System Design documentation
- Eligibility interface development and testing

Bidder understands and will comply: Yes \_\_\_\_\_ No \_\_\_\_\_

Reference Document: \_\_\_\_\_ Page(s) \_\_\_\_\_

Description: \_\_\_\_\_

#### 5.6.1.1.3 Implementation Phase

The Implementation Phase begins with the deployment of the system in the Pilot County and ends with the conversion of the final case in the last county implemented. Refer to Section 5.7 for key milestone dates and deliverables for the Implementation Phase. Implementation tasks include, but are not limited to

- Developing county-specific implementation work plans
- Testing county interfaces to the EBT system
- Installing POS terminals and administrative equipment
- Conducting training
- Issuing EBT cards
- Converting WCDS and C-IV standard batch eligibility interface counties to the host-to-host interface when their SAWS consortium systems are implemented.

The Implementation Phase consists of five (5) implementation sub-projects (two or more may run concurrently). Each sub-project consists of three major implementation components: 1) eligibility interface acceptance testing; 2) eligibility interface pilot and evaluation; and 3) county EBT implementation. The implementation sub-projects are defined in Section 5.7.1.2, Implementation Sub-projects, as follows:

- Standard Batch Implementation Sub-project
- LEADER Host-To-Host Implementation Sub-project
- CalWIN Host-To-Host Interface Migration Sub-project
- ISAWS Host-To-Host Implementation Sub-project
- C-IV SAWS Host-To-Host Implementation Sub-project

Bidder understands and will comply: Yes \_\_\_\_\_ No \_\_\_\_\_

Reference Document: \_\_\_\_\_ Page(s) \_\_\_\_\_

Description: \_\_\_\_\_

#### 5.6.2 Staffing and Organization

The State anticipates that the Bidder will propose a project team composed of the best-qualified staff for the California EBT Project. Given the size, scope and complexity of this project, it is equally important that the project staff presented in this Proposal have available the hours necessary to work effectively on the project. To address this concern, the Bidder shall provide

with this Proposal, a comprehensive description of project Staffing, addressing at a minimum each of the areas listed below.

Bidder understands and will comply: Yes \_\_\_\_\_ No \_\_\_\_\_

Reference Document: \_\_\_\_\_Page(s) \_\_\_\_\_

Description: \_\_\_\_\_